

Travel Allowances

§ 301-7.4

necessary expenses of employees (see specific guidelines in § 301-7.12 of this part for reducing rates):

- (i) Known arrangements or established cost experience at temporary duty locations showing that lodging and/or meals can be obtained without cost or at reduced cost to the employee;
- (ii) Situations in which special rates for accommodations have been made available for a particular meeting, conference, training or other temporary duty assignments;
- (iii) Traveler's familiarity with establishments providing lodging and meals at a lower cost in certain localities, particularly where repetitive travel or extended stays are involved;
- (iv) Modes of transportation where accommodations are provided as part of the transportation cost; and
- (v) Situations in which the Government furnishes lodging, such as Government quarters or other lodging procured for the employee by means of an agency purchase order (see § 301-7.12(a) of this part).

(2) *Fire safety responsibilities.* Each agency, as defined in § 301-17.2(a) of this chapter, is responsible for influencing its employees who require commercial lodging when performing official travel to stay at an approved accommodation as defined in § 301-17.2(c) of this chapter.

[FTR Amdt. 10, 55 FR 41526, Oct. 12, 1990, as amended by FTR Amdt. 26, 57 FR 28633, June 26, 1992; FTR Amdt. 39, 59 FR 46193, Sept. 7, 1994; FTR Amdt. 53, 61 FR 64998, Dec. 10, 1996; FTR Amdt. 54, 61 FR 68159, Dec. 27, 1996; FTR Amdt. 54, 62 FR 6878, Feb. 14, 1997]

§ 301-7.3 Maximum per diem rates.

Per diem allowances for official travel authorized or approved under this part shall be at daily rates not in excess of the maximum per diem rates established as provided in paragraphs (a) through (c) of this section. Per diem rates include a maximum amount for lodging expenses and a fixed allowance for meals and incidental expenses (M&IE). Maximum lodging amounts and the fixed M&IE allowances are separately reflected in the listings of per diem rates identified in paragraphs (a) through (c) of this section.

(a) *Continental United States (CONUS).* The per diem allowances payable for

official travel within CONUS shall not exceed the maximum per diem rates established by the Administrator of General Services and listed in appendix A. (See instructions in § 301-7.4 for requesting rate adjustments within CONUS.)

(b) *Nonforeign areas outside CONUS.* The per diem allowances payable for official travel in nonforeign areas shall not exceed the maximum per diem rates established by the Secretary of Defense and listed in Civilian Personnel Per Diem Bulletins published periodically in the FEDERAL REGISTER. The term *nonforeign areas* includes the States of Alaska and Hawaii, the Commonwealths of Puerto Rico and the Northern Mariana Islands, and the territories and possessions of the United States. Maximum per diem rates for nonforeign areas also are listed for convenience in section 925, a per diem supplement to the Standardized Regulations (Government Civilians, Foreign Areas).

(c) *Foreign areas.* Per diem allowances payable for official travel in foreign areas shall not exceed the maximum per diem rates established by the Secretary of State and published in section 925, a per diem supplement to the Standardized Regulations (Government Civilians, Foreign Areas). The term *foreign areas* includes any area (including the Trust Territory of the Pacific Islands) situated both outside CONUS and the nonforeign areas as described in paragraphs (a) and (b) of this section.

§ 301-7.4 Rate adjustment requests for travel within CONUS.

(a) Federal agencies may submit a request to GSA for review of the costs covered by per diem in a particular city or area where the standard CONUS rate applies when travel to that location is repetitive or on a continuing basis and travelers' experiences indicate that the prescribed rate is inadequate. Other per diem localities listed in appendix A will be surveyed on an annual basis by GSA to determine whether rates are adequate. Requests for per diem rate adjustments shall be submitted by the agency headquarters office to the General Services Administration, Office of Governmentwide

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Policy Attn: Travel and Transportation Management Policy Division (MTT), Washington, DC 20405. Agencies should designate an individual responsible for reviewing, coordinating, and submitting to GSA any requests from bureaus or subagencies. Agencies should submit their requests to GSA no later than May 1 of each year in order for the city or area to be included in the annual survey.

(b) Requests for rate adjustments shall include a city designation and a description of the surrounding location involved (county or other defined area) and a recommended rate supported by a statement explaining the circumstances that cause the existing rate to be inadequate. The request also must contain an estimate of the annual number of trips to the location, the average duration of such trips, and the primary purpose of travel to the locations.

[FTR Amdt. 10, 55 FR 41526, Oct. 12, 1990, as amended by FTR Amdt. 23, 57 FR 6678, Feb. 27, 1992; FTR Amdt. 47, 61 FR 10252, Mar. 12, 1996; FTR Amdt. 54, 61 FR 68159, Dec. 27, 1996]

§ 301-7.5 General rules affecting entitlement to per diem.

(a) *No allowance at official station.* A per diem allowance shall not be allowed within the limits of the official station (see definition in § 301-1.3(c)(4)) or at, or within the vicinity of, the place of abode (home) from which the employee commutes daily to the official station. Agencies may define a radius or commuting area that is broader than the limits of the official station within which per diem will not be allowed for travel within 1 calendar day.

(b) *No allowance for travel of 12 hours or less.* A per diem allowance shall not be allowed for official travel of 12 hours or less. (This requirement also applies for travel incident to a change of official station.)

(c) *Beginning and ending of entitlement.* For computing per diem allowances, official travel begins when an employee leaves his/her home, office, or other authorized point of departure and ends when the traveler returns to his/her home, office, or other authorized point at the conclusion of the trip.

(d) *International date line.* In cases where the traveler crosses the inter-

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national date line (180th meridian), the actual elapsed time in days shall be used to compute the per diem rather than calendar days.

[FTR Amdt. 10, 55 FR 41526, Oct. 12, 1990, as amended by FTR Amdt. 17, 56 FR 23655, May 23, 1991; FTR Amdt. 54, 61 FR 68159, Dec. 27, 1996]

§ 301-7.6 Lodgings-plus per diem system.

Per diem allowances for all official travel, including travel incident to a change of official station, shall be computed under the lodgings-plus per diem system, except as otherwise provided in this part. Under this system, the per diem allowance for each travel day is established on the basis of the actual amount the traveler pays for lodgings plus an allowance for meals and incidental expenses (M&IE), the total not to exceed the applicable maximum per diem rate for the location concerned. The rules provided in paragraphs (a) and (b) of this section and in §§ 301-7.7 through 301-7.10 shall be applied in the specific situations covered.

(a) *Maximum per diem rates—(1) For travel within CONUS.* Maximum per diem rates prescribed under § 301-7.3(a) for travel within CONUS are listed in appendix A. For all CONUS locations not specifically listed or encompassed by the defined boundaries of a listed location, the standard maximum per diem rate (standard CONUS rate) is prescribed.

(2) *For travel outside CONUS.* Maximum per diem rates prescribed under §§ 301-7.3(b) and 301-7.3(c) apply to travel outside CONUS.

(3) *Maximum rate applicable to change of official station travel.* The standard CONUS rate shall be the applicable maximum per diem rate for en route travel performed in CONUS incident to a change of official station. Locality rates prescribed for locations outside CONUS will apply for en route travel performed outside CONUS incident to a change of official station.

(b) *Elements of per diem allowance—(1) Maximum lodging expense allowance.* The maximum per diem rates include a maximum amount for lodging expenses. The employee will be reimbursed for actual lodging costs incurred up to the applicable maximum